



Nisqually National Wildlife Refuge
Kate O'Brien, Education Coordinator
100 Brown Farm Rd, Olympia, WA 98516
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Application for Field Trip Reservation Cover Sheet (for school and scout groups only)

Please read before completing your application:

- This application is not a confirmation of your reservation. You will be sent written confirmation notification or be contacted by the Ed. Coordinator.
 - Applications are processed on a first-come basis.
 - Parents and teachers are responsible for running activities and organizing students. A volunteer(s) will be available if you make arrangements with the Education Coordinator.
 - If you wish to have volunteer assistance or use indoor facilities, you must return this application at least 2 weeks before your trip.
 - Your entrance fees will be waived only if your visit is formally structured for educational purposes within a course of study which focuses on the natural environment.
 - A **Field Trip Schedule** (see pg. 2) for each teacher must accompany this cover sheet.
 - Please e-mail, fax, or mail this form to the Education Coordinator.
 - Call or e-mail if you have any questions.
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Complete the following information for your entire field trip group:

Name of School or Group: _____ Grade: _____ Age: _____

Contact Person: _____ School Phone: _____

Address: _____ Fax: _____

_____ Email: _____

Total # in Group: _____ # of Adults: _____ # of Students: _____

(Note: An adult-student ratio of 1:5 is required. Adult supervision is required at all times. This does not apply to college groups.)

Arrival Time: _____ Date of Field Trip: 1st Choice: _____

Departure Time: _____ 2nd Choice: _____

Please list a time during the day when the Education Coordinator can reach you: _____

Please check one box below. Options marked with (V) will receive volunteer assistance:

- ☐ We would like to walk the Refuge trails. No special talk or use of Education Center necessary. (1 hour min.)
- ☐ We would like to walk the Refuge trails with a short orientation talk. No indoor activities.(V) (1-2 hour min.)
- ☐ We would like to walk the Refuge trails, with a short orientation, and conduct indoor activities.(V)
(2 hour min.)

Have you brought a class to the Refuge before? ☐ Yes ☐ No

Have you used our Education Center in the past? ☐ Yes ☐ No



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Field Trip Schedule

(each teacher participating in the field trip must complete this form)

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- It is required that EACH teacher have field trip goals and adequate adult supervision (1 adult to every 5 students).
 - Teachers and adult chaperones are expected to lead activities unless you have made other arrangements with the Ed. Coordinator.
 - Completing the following information will help the Refuge staff and volunteers orient talks and programs to the needs of the group; coordinate the activities of your group with others at the Refuge; and offer additional information and suggestions.
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Name: _____ Phone: _____

Email: _____

1. Describe briefly your field trip goals. What do you want the students to learn?

2. Record your complete agenda in the space below. If you split into smaller groups, indicate what each group will be doing. Please include an organized time-frame for scheduled activities. **Attach a separate sheet if necessary.**

Group A #of Adult Chaperones: _____ #of Students: _____

Group B #of Adult Chaperones: _____ #of Students: _____

3. Give a brief description of your pre-trip activities. How will the students be prepared for the field trip?

4. Provide us with any other concerns or requests that you may have below.

Thank you for choosing Nisqually National Wildlife Refuge
as a place for your students to learn more about the natural world around them!

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